



LEAVE BENEFITS AND PROCEDURES

Directive 4 - 100

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I. PURPOSE

The purpose of this Directive is to identify the various forms of leave available to Department of General Services Maryland Capitol Police (DGS-MCP) employees and the means in which leave is approved or denied.

II. POLICY

All members of DGS-MCP should familiarize themselves with the various forms of leave available to them, use it responsibly, and maintain accurate usage records.

III. PROCEDURES

A. Types of Leave Benefits

1. Leave benefits and procedures governing the administration of leave benefits are based on the provisions of the State Personnel and Pension Article, Annotated Code of Maryland, and the Code of Maryland Regulations. Leave benefits and procedures may also be affected by Executive Order, collective bargaining agreements, Federal Law, and other written Directives.
2. Members of DGS-MCP may be entitled to one or more of the following types of leave:
 - a. Holiday Leave
 - b. Annual Leave
 - c. Sick Leave
 - d. Military Leave
 - e. Personal Leave
 - f. Work Related Accident Leave
 - g. Jury Duty

- h. Employee Organization Events
- i. Administrative Leave
- j. Leave of Absence Without Pay
- k. Examinations and Interviews for State Position Leave
- l. Bereavement Leave

B. Applying for Leave

1. All requests for leave must be submitted in writing on the approved form and submitted through the chain of command.
2. If a request for leave is denied, the officer may seek redress in the approved manner via the chain of command.

C. Authority to Grant Leave

1. In most cases, the immediate supervisor will approve or deny request for leave.
2. In determining whether leave will be granted, the supervisor will:
 - a. First consider the needs of the department
 - b. Take any responsible action required to grant the request of the employee;
 - c. Only deny leave when there is no reasonable and practical way to accommodate the request without sufficient manpower to fulfill all duties and obligations of the Department.
3. At any time, employees may request the use of annual leave, or personal leave. Such request shall be submitted on the appropriate form and approved or denied on the form *within one week* of submission to appropriate authority. Requests will not be denied unreasonably.
4. If the leave is denied, the supervisor will:
 - a. Provide the employee with an explanation why the leave had to be denied;
 - b. Indicate on the request form that the leave was denied;
 - c. Sign the request form; and
 - d. Provide the employee requesting the leave with a copy of the request form that has been signed and indicates that the leave was denied.

D. Unauthorized Absence

An employee that is absent from duty without approval will receive no pay for the duration of the absence, and is subject to disciplinary action which may include dismissal.

E. Maintenance of Leave Records

1. The Detachment Commander is ultimately responsible for the maintenance of accurate leave records for all officers assigned to the Detachment.
2. Shift Commanders will be assigned the task of approving and denying leave, as well as maintaining accurate leave records.
3. Officers are strongly encouraged to maintain their own leave records.